**A Famous Person’s**

**Social Media Page**

**Procedure:**

1. Sign into Google Docs **(use Firefox)**
2. Go to create and choose **Document**. Click into the **Untitled document** box to **Rename**.

**Document** window. Type your last name and then name of your famous person. Click ok.

1. Next, go to the **Insert** menu and choose **Drawing** to bring up drawing window.
2. Select the **Actions** menu
3. Select **Textbox** option
4. Put your textbox as close to the top of the page as possible. In the box, type in the name of your famous person and hit enter
5. Next, change the font to **Georgia** using the **Font** menu. Select size 60 font.
6. Change the color of your textbox font. Click the **Fill Color** button. Choose the color dark **Green 2 or 3**
7. Hit “**Save and Close”**
8. The textbox should now appear in your document. You may need to make it smaller and move it to the top of the document.
9. Now return to the **Insert** menu and choose **Drawing** again. In the Drawing window select **Text box** tool.
10. Draw a text box that is 3 grid-squares high and about 38 grid squares wide.
11. Type **“Home”** in the text box. Then hit space bar 5 times, then type **“Friends’ Pages”.** Hit space bar 5 times, then type **“Create Your Page”.** Hit space bar 5 times and type **“About”**
12. Use the Text Color menu to change the color of text to white.
13. Change the fill color to the same dark **Green 2 or 3** you used for your textbox. Click **Save and Close.**
14. If the box is off center, use space bar to click over until you get to the center. Hit enter.
15. Insert a horizontal line under box. Hit enter.
16. Save an image of your famous person to **your file.**
17. Go to Insert menu and insert image, in center of box, select, **choose image to upload.** Reduce the size to less than 2” in height if necessary.
18. Select image and click on **Wrap Text** below image.
19. Use the tab options to get to the other side of image.
20. Go to **Insert** menu and choose **Special Characters.**
21. In the Insert Special Characters window, click on arrows drop down menu and select **Stars/Asterisks** and select *the 9thh* star over on the top row.
22. Now using your information gathered about your person, type in the information. Hit the enter key 2 times after each and insert star (✩ Birth date and place, ✩ Where he/she attended school, ✩Jobs he/she held, ✩Important accomplishments.
23. Once all information is typed, hit enter until you reach under the famous person’s image.
24. Insert a horizontal line. Then hit enter.
25. Go to Insert menu and choose **Drawing**
26. In Drawing window, use the **Text** box tool, and draw a box 3 grid squares high and about 30 grid squares wide.
27. In your text box, type, “Write your message for (your person) here.
28. Change the font color to gray
29. Change the LINE color to dark **Green 2 or 3**
30. Click **Save and Close**
31. You may need to move it (Wrap Text)

You are now finished with your portion of famous person… Time to share!

1. Share your document with the members of your team that you were assigned.
2. Once it is shared, each person will insert his/her famous person onto the document of another’s. ONLY ONE PERSON IS TO WORK ON DOCUMENT AT A TIME!
3. Make image about 3/4 inch and hit **Wrap Text.** Tab over to the other side of image.
4. Next to the image type the name of your famous person
5. Under that, your comment to person
6. Under that, today’s date
7. You may have to fool with text to get it to line up. (hitting enter and then backspace sometimes works. Tabbing or space bar.)
8. Once you have all four “friends” on your page, you are responsible to format it all to make it fit on one page and look like the example.
9. Make sure to read comments and check accuracy of facts and spelling.
10. Share with me.